

Food Service Letter of Instruction (LOI) For Operating The KSARNG Food Service Program during Inactive Duty Training (IDT) and Annual Training (AT)

(This LOI Supersedes KSARNG Food Service LOI dated 1 February 2012)

Food Program



Kansas Army National Guard

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**NGKS-LOF (Logistics)
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Section 1 – General

1. Reference:

- A. ARNG-ILS, Memorandum, Dated 7 March 2011, Subject: Army Food Management Information System Reserve Component (AFMIS-RC).
- B. AR 30-22, The Army Food Program, dated 10 May 2005
- C. DA PAM 30-22, Operating Procedures for the Army Food Program, dated 6 February 2007
- D. TB MED 530, Occupational and Environmental Health Food Sanitation, dated 30 October 2002
- E. ATTP 4-41 (FM 10-23), Army Field Feeding and Class 1 Operations, October 2010
- F. AR 25-400-2, Army Records Information Management System (ARIMS), dated 2 October 2007
- G. TB MED 530, Occupational and Environmental Health, Food Sanitation, dated 30 October 2002
- H. AR 40-5, Preventive Medicine, dated 25 May 2007
- I. AR 670-1, Wear and Appearance of Army Uniforms, dated 3 February 2005
- J. AR 385-10, Army Safety Program, dated 27 August 2007
- K. FM 4-25.12 (Old FM 21-10-1), Unit Field Sanitation Team, dated 25 January 2002
- L. FM 21-10, Field Hygiene and Sanitation, dated 21 June 2000
- M. Other pertinent information pertaining to the food service program can be located on the P-Drive, in the G-4 folder in the Food Service Folder.
- N. AR 40-657, Veterinary/Medical Food Safety, Quality Assurance, and Laboratory Service, dated 21 January 2005.

2. Purpose:

- A. The purpose of this Letter of Instructions (LOI), is to provide up to date, detailed food service policies and procedures, along with references for operating KSARNG units food service program. Personnel must follow and utilize the references as indicated in this LOI in order to properly be in compliance with all regulatory guidance.
- B. This LOI will be utilized by all KSARNG Units, to include the Battle Command Training Center (BCTC), Kansas Regional Training Center (KSTC), Supply Sergeants, Food Advisory/Food Service Personnel, Class I Credit Card Holders, Commanders and anyone else that is authorized to request subsistence, maintain and operate the food program.
- C. As the Army's Food Program continues to change, the KSARNG is challenged with the task of incorporating these changes into our Food Program. The KSARNG has met these challenges by acquiring a Subsistence Prime Vendor in accordance with Para d. below, changed our Subsistence Menu to offer healthier menu choices along with more variety of meal kits, and is currently in the process of implementing the Army Food Management Information System (AFMIS), IAW Para e. below.
- D. The KSARNG has acquired a subsistence prime vendor in October 2008, In Accordance With DA Directive Memorandum, dated 26 September 1995, Subject: Implementation Policy For Subsistence Prime Vendor Program. A Copy of this Memorandum is posted on the P-Drive, G-4 folder, food service folder.

- E. The KSARNG is in the process of implementing the Army Food Information Management System (AFIMS), for all KSARNG units to start utilizing, IAW ARNG-ILS, Memorandum, Dated 7 March 2011, Subject: Army Food Management Information System Reserve Component (AFMIS-RC).
- F. The AFMIS system will be utilized in conjunction with the current procedures contained in AR 30-22 (Army Food Program) and DA PAM 30-22 (Operating Procedures for The Army Food Program). A component of the AFMIS is a Standard Army Management Information System (STAMIS) program. The STAMIS consists of a hand held automated scanner device that will be utilized to collect headcount data and will eliminate the requirements to collect signatures for Subsistence In-Kind (SIK) and cash paying customers. Specific guidance on operating the AFMIS/STAMIS is explained in the AFMIS SOP in the appendix section of this LOI.
- G. During Inactive Duty Training (IDT), KSARNG units will utilize the Reserve Component Subsistence System (RCSS) IAW Chapter 3 and Appendix F of DA PAM 30-22 in conjunction with this LOI and the AFMIS and STAMIS. Subsistence requests must be submitted no later than 30 days prior to the training. Subsistence reports must be completed within 5 days after the training. Units who fail to meet the subsistence requesting and reporting suspense dates will be locked out of the AFMIS and forced issued Operational Type Rations until the issue has been resolved.
- H. During Annual Training (AT), KSARNG units being supported by an Active Duty Installation Troop Issue Subsistence Activity (TISA) or an Active Duty or Reserve Dining Facility, will also utilize the Reserve Component Subsistence System (RCSS). The procedures in chapter 3 and Appendix F of DA PAM 30-22 in conjunction with this LOI and the AFMIS and STAMIS along with the supporting activities procedures will also be utilized. Subsistence requests must be submitted no later than 60 days prior to the training in-state and 120 days for out of state training. Subsistence reports must be completed within 5 days after the training. Units who fail to meet the subsistence requesting and reporting suspense dates will be locked out of the AFMIS and forced issued Operational Type Rations until the issue has been resolved.
- I. By utilizing this Food Service LOI the KSARNG Food Program will be in compliance with all regulatory guidelines that are currently published. Food Operations Sergeants and Class I Credit Card Holders will play a key role with requesting and managing their subsistence accounts utilizing the AFMIS.

Section 2 - Responsibilities

1. Overview:

- A. This section contains a list of a brief description of responsibilities of key personnel involved in the Army's Food Program and how they are associated and interact with the KSARNG Food Program. By reviewing how these personnel interact with each other, you will have a better understanding of how the KSARNG Food Program operates.
- B. For a more detailed list of responsibilities of the personnel listed in this section, reference AR 30-22, Army Food Program, Chapter 2 and 3, and this LOI.

2. The National Guard Bureau (NGB) Food Advisor:

(Reference: AR 30-22, Para, 2-10)

- A. The NGB Food Advisor is located at NGB Headquarters, in Arlington Virginia. The NGB Food Advisor supervises all states food service programs. The NGB Food Advisor provides training, guidance, funding, Basic Daily Food Allowance (BDFA), Meal Rates, food re-call messages, reviews food service menu's and dining facility contracts, monitors subsistence accounts within the AFMIS and provides food service assistance visits upon request.
- B. The NGB Food Advisor is the team chief of the CLRTX and Philip A. Connelly Awards Programs. The NGB Food Advisor coordinates directly with all states Food Program Managers and provides technical assistance as required.

3. Joint Culinary Center of Excellence (JCCOE) Food Advisor:

(Formally Called Army Center of Excellence (ACES) - (Reference: AR 30-22, Para 5-13 and 2-20)

- A. The Army Reserve Food Advisor is located at the Joint Culinary Center of Excellence, in Fort Lee, Virginia. The Army Reserve Food Advisor coordinates with the NGB Food Advisor and all National Guard and Reserve State Food Program Managers on technical matters pertaining to their food programs.
- B. The Army Reserve Food Advisor provides specialized training in Food Service Operations, Sanitation Certification for Adjunct Instructors, Contracting Officers Representative (COR) Certification for contracted dining facilities, and publishes the Basic Daily Food Allowance (BDFA).
- C. The Army Reserve Food Advisor provides Food Service Workshops for Senior Food Service Managers, provides Food Management Assistance Visits, and other technical training to support the National Guard and Reserve Food Programs.

4. The Adjutant General for Kansas:

(Reference: AR 30-22, Para 2-10 (d), 3-1)

- A. The Adjutant General appoints the KSARNG Food Program Manager, KSARNG Food Management Team (FMT) Members, KSARNG Food Management Board (FMB) Members, establishes the Food Program Management Office, and ensures that policies and procedures are in place to govern the overall KSARNG Food Program.
- B. The Adjutant General supports internal KSARNG Food Programs such as the Philip A. Connelly Awards Program, Food Management Board, and the Food Management Team.
- C. The Adjutant General authorizes non Subsistence in-kind (SIK), (Officer and Active Guard Reserve) Soldiers to consume meals at all KSARNG Armory Dining Facilities.
- D. The Adjutant General interacts with the Directorate of Logistics (DOL), KSARNG Food Program Manager, KSARNG Surgeons Office, and Commanders, pertaining to the operations and support required to ensure the KSARNG overall Food Program is operating IAW all prescribed regulatory guidance.

5. Director of Logistics, (DOL):

(Reference: AR 30-22, Para, 2-10, (c))

- A. The DOL is directly responsible for the oversight of the KSARNG Food Program and ensures internal policies and procedures are established for all KSARNG units to adhere to. The DOL ensures measures are in place to prevent fraud, waste and abuse of subsistence, as well as to ensure that the most economical nutritionist cost effective meals and menus are being utilized to meet budget requirements.
- B. The DOL coordinates with the food program manager and other internal and external agencies to ensure the food program has the appropriate funding for Subsistence, during Inactive Duty and Annual Training, funding for Food Service Training, Food Management Team, Dining Facility Equipment, Food Management Board, Philip A. Connelly Program, and Assistance Visits to support all KSARNG Units.

6. United States Property and Fiscal Office for Kansas, (USPFO):

(Reference: AR 30-22, Para 2-10 (c), Chapter 3, Section I, II)

- A. The USPFO is responsible for the coordination and tracking funding of the KSARNG subsistence account. The USPFO coordinates with the DOL on obligating the funding for the KSARNG Food Program.
- B. The USPFO is precluded by law from making “after the fact” procurement. Therefore, subsistence will not be procured from any source until a receipt of an approval document number issued from the USPFO Subsistence Commodities Manager has been received by the requesting unit and approved in the AFMIS.
- C. Class 1 credit card holders that utilize their credit card to purchase unapproved subsistence may have their credit card revoked. Class 1 credit card holders, who fail to submit subsistence reports and had paid the subsistence vendor for subsistence received or consumed that has not been pre-approved, may lead to an investigation.
- D. The USPFO designates a Subsistence Commodities Manager, to monitor the subsistence budget and ensures that internal policies are being adhered to by KSARNG units requesting subsistence.

7. KSARNG Medical Command:

(Reference AR 30-22, Para 2-2, Chapter 2, Para 2-2, TB MED 530, AR 40-5 and FM 21-10-1, FM 10-23, Chap 2, Table 2-1 and Chap 12)

- A. The office of the KSARNG State Surgeon provides Field Sanitation Team Certification Training to KSARNG units requesting to train and certify their sanitation team members.
- B. The office of the KSARNG State Surgeon also provides food service sanitary inspections to all KSARNG units during Inactive Duty training and Annual Training to include the BCTC, KSTC, USPFO Warehouse and the KSARNG Subsistence Prime Vendor Warehouse.
- C. The KSARNG State Surgeon is appointed by the TAG as a voting member on the KSARNG Installation Food Management Board to ensure all menus are nutritionally balanced and in compliance with regulatory standards and the Armed Forces Recipe standards.

8. KSARNG Food Program Manager:

(Reference: AR 30-22, Para 3-11, 3-12, 3-13, 3-14 and Chapter 3, Section I, Para 3-1, a, DA PAM 30-22, Chapter 3 and Para 3-7, FM 10-23, Chap 2)

- A. This position is located under the control of the Directorate of Logistics, in the Food Program Management Office.
- B. The Food Program Manager is appointed by the TAG, and is directly responsible for operating the KSARNG Food Program. The Food Program Manager has the additional appointments as the Chairperson for the KSARNG Food Management Board, Team Chief for the KSARNG Food Management Team (FMT), as well as the M-Day State Food Advisor.
- C. The Food Program Manager establishes internal policies and procedures and ensures compliance with prescribed regulatory guidance is adhered to by all soldiers, (Units, Commanders, Food Service Officers, Supply Sergeants, Food Operations Sergeants, Food Advisor's and Chief/Senior Food Operations Management NCO's), pertaining to their specific responsibilities for the food program.
- D. The Food Program Manager supplies technical guidance and training to all KSARNG Commanders, Division/Brigade Food Advisors, Chief/Senior Food Operations Management NCO's, Commanders, Food Service Officers, Food Service Personnel, Class I Credit Card Holders, Supply Sergeants, S-4/G-4 Officers and Non Commissioned Officers as required.
- E. The Food Program manager will enforce internal procedures for units who fail to meet required subsistence submission and reporting suspense's utilizing the AFMIS, and will force issue operational rations for those units who fail to meet the required suspense dates.
- F. The Food Program Manager conducts annual reviews for both (IDT) and (AT) on all Major Subordinate Commands in the KSARNG.

9. USPFO Subsistence Commodities Manager:

(Reference: AR 30-22, Para 5-5, and 5-9, and DA PAM 30-22, Para 3-17)

- A. This position is located at the USPFO for Kansas under the USPFO, within the Food Program Management Office.
- B. The USPFO Subsistence Commodities Manager is designated as the approving official in the AFMIS.
- C. The Subsistence Commodities Manager will coordinate directly with KSARNG units, Subsistence Prime Vendor, TISA's and the USPFO Warehouse pertaining to the submission and tracking of the units subsistence status following the procedures contained in this LOI and directives from the KSARNG Food Program Manager.
- D. The Subsistence Commodities Manager will monitor and track all on hand MRE's at the USPFO Warehouse, and coordinate with the Food Program manager prior to placing replenishment orders as needed.
- E. The Subsistence Commodities Manager will acquire a class I credit card to be utilized to as a backup for emergency procurement.

- F. The Subsistence Commodities Manager will assist the Food Program Manager as requested in all aspects of the KSARNG Food Program.

10. Major Command S-4/G-4 Officer:

(Reference: FM 10-23, Chap 2, Table 2-1)

- A. Major Command's S4/G-4 Officer coordinates with their subordinate commanders and ensures policies and procedures are being adhered to.
- B. The G-4/S-4 Officer ensures that their assigned Food Advisors, Chief/Senior Food Operations Management NCO's are actively providing food service support to all their assigned subordinate units

11. Division/Brigade Food Advisors, Chief/Senior Food Operations Management NCO's:

(Reference: AR 30-22, Para 3-12, DA PAM 30-22)

- A. The Division/Brigade Food Advisors, Chief/Senior Food Operations Management NCO's office is located within the Division/Brigade G-4/S-4 Office. It is essential that close coordination between the G-4/S-4 Officer and their assigned Division/Brigade Food Advisors, Chief/Senior Food Operations Management NCO's develop a plan of action that allows the necessary travel time throughout the year to visit with all their subordinate units, in order to perform their required duties as indicated in the above reference and this LOI.
- B. The Division/Brigade Food Advisors, Chief/Senior Food Operations Management NCO's, will visit their subordinate units during IDT and AT to provide assistance and ensure that the units food service operations are operated IAW all prescribed regulatory guidance, IAW AR 30-22, 4-3, c, (7).
- C. Listed below are key requirements of the KSARNG Major Command Food Advisor (Warrant Officer), and or Chief Food Operations Management NCO (Sergeant Major), or Senior Food Operations Management NCO (Master Sergeant or Sergeant First Class), along with required suspense dates for submission to the KSARNG Food Program Manager as follows:

(1) Annual Reviews:

(Reference: AR 30-22, Para 3-14, (c), Appendix C, and DA PAM 30-22 Para 3-9)

- A. Annual Reviews for Inactive Duty Training (IDT) and Annual Training (AT) must be conducted yearly on each separate Battalion, Company and Detachment within the Major Command and submitted to the KSARNG Food Program Manager no later than the below suspense dates as follows:

(1) (IDT) Suspense: Due NLT 31 March annually - for previous FY

(2) (AT) Suspense: Due NLT 60 Days after the training event

- B. Upon the completion of the review an out brief will be conducted by the Food Advisor, Chief/Senior Food Operations Management NCO with the concerned Food Operations Sergeant, Supply Sergeant and Commander. A copy of the review will be provided to the commander and Food Operations Sergeant. The Food Operations Sergeant will file the review in the food service filing system.
- C. Food Advisor, Chief/Senior Food Operations Management NCO must ensure (AT) account is IAW DA PAM 30-22, Para 4-18 for excess on hand subsistence, and ensure that DA Form 5914, block 6 and 7 is signed and dated, IAW DA PAM 30-22, fig 4-6 in order to transfer on hand subsistence to the next FY.

(2) Dining Facility Files:

(Reference AR 30-22, Pare 3-12, 3-13 and 4-10, e, (4), and DA PAM 30-22, Para 3-8 and Para 3-9)

- A. The Food Advisor Chief/Senior Food Operations Management NCO, will ensue all food service files are properly closed out and that all forms have been properly signed and will rubber band up both sets of (IDT) and (AT) records individually. A copy of the annual review will be inserted on the top of each set of closed out records that have been banded up and will ensure that these records are filed in the food service files behind the current FY files.
- B. Files will be properly labeled and maintained by the Food Operations Sergeant, in a metal filing cabinet, IAW DA PAM 30-22, appendix I, 7 and chapter 1, Para 1-5, **(NOT IN A BINDER)**.

- C. If the unit does not have assigned food service personnel, food service files will be maintained by the individual the commander authorized to procure and maintain subsistence IAW the procedures listed in sub Para c above.
- D. Class 1 credit card holders will maintain copies of all receipts, invoices and other documentation he/she may feel necessary for their own individual records in a binder, file or other means to provide an audit trail for purchases. However; food service forms must be maintained in files as described above in sub Para b.

(3) Cash Verification:

(Reference AR 30-22, Para 3-27, (c), and e, DA PAM 30-22, Para 3-30)

The purpose of cash verification is to ensure that all procedures of receiving, safeguarding, collection of cash is IAW regulatory guidance in AR 30-22, and DA PAM 30-22.

(4) DA Form 3988 (Equipment Replacement Record)

(Reference AR 30-22, DA PAM 30-22, Para 3-62, 3-63, and 5-4)

- A. The Major Command Food Advisor, Chief/Senior Food Operations Management NCO will verify and sign DA Form 3988 and submit this form to the KSARNG Food Program Manager, NLT 1 OCT Annually and or, whenever a piece of equipment becomes un serviceable, or replaced.
- B. This form is signed, verified and dated in block 13a, and b, upon conducting the concerned unit's annual reviews, or sooner whenever a piece of equipment becomes broken, fixed or replaced.

(5) DA Form 5914 (Ration Control Sheet)

(Reference AR 30-22, DA PAM 30-22, Figure 4-7, Para 6a)

The Major Command Food Advisor, Chief/Senior Food Operations Management NCO will ensure that a zero balance has been achieved for each DA Form 5914 by:

- (1) Ensuring that any meals left over have been properly carried forward to the next month and or transferred to the next FY and or from IDT to AT records.
- (2) Ensure that all subsistence not carried forward for usage has been transferred or properly disposed of in order to properly account for meals to achieve a zero balance at the end of the FY for IDT and Annual Training.

(6) Food Service Action Plans:

(Reference AR 30-22, Para 3-13 and DA PAM 30-22, Para 3-8)

- A. Action plans will be initiated by the command Food Advisor, Chief/Senior Food Operations Management NCO upon the completion of annual reviews on their subordinate units that do not receive a passing score in any area being evaluated.
- B. Action plans will list the fault along with regulatory references, and provide specific corrective actions needed in order to correct the noted deficiencies.
- C. A copy the action plan will be provided to the Food Operations Sergeant/Supply Sergeant and concerned unit commander during the out briefing and a copy will be forwarded to the food program manager. The original will be filed and maintained in the food service filing system.
- D. Follow up inspections will be completed by the concerned Food Advisor, Chief/Senior Food Operations Management NCO.
- E. Action Plans will be attached to the Annual Review and submitted no later than the below suspense dates as follows:
 - (1) (IDT) Suspense: Due NLT 31 March Annually (Same date as Review)
 - (2) (AT) Suspense: Due NLT 60 Days after Annual Training (Same date as Review)

(7) Major Command Fascicle Year (FY) Consolidated Action Plans:

(Reference DA PAM 30-22, Para, 3-8)

- A. All Brigade Food Advisor, Chief/Senior Food Operations Management NCO will initiate and submit a consolidated action plan to the Food Program Manager, NLT 1 October annually, as follows:
- B. List all subordinate units (Battalions, Companies and Detachments) within their command indicating anticipated evaluation dates for the next upcoming FY to conduct (IDT) and (AT) Annual Reviews, and Phillip A. Connelly Evaluations.
- C. List all subordinate units (Battalions, Companies, and Detachments) within their command indicating the specific units that they **will not** be able to be evaluate (IDT) and (AT) Annual Reviews, due to time constraints or other mission requirements.
- D. List all noted deficiencies, and trends within the command as well with any training requirements (Food Service Personnel, Philip A. Connelly evaluations, Sanitation Team, etc,) that need to be conducted for the upcoming year.

(1) The reason for this action plan is as follows:

(Reference AR 30-22, Para 3-13, 4-10, and DA PAM 30-22, Para 3-8 and 3-9)

- (a) The KSARNG Food Program manager will consolidate all Major Commands FY action plan and develop a plan of action to utilize the Food Management Team personnel and funding to conduct annual reviews for all KSARNG units that cannot be conducted by the concerned food advisor within each major command.
- (b) The KSRNG Food Program Manager will consolidate all major command action plans and develop a plan of action to utilize the Food Management Team personnel and funding to provide any necessary food service training that cannot be conducted by the concerned major commands food advisor within each major command.
- (c) The KSRNG Food Program Manager will consolidate all Major Command Action Plans and initiate a consolidated action plan listing all food service related trends, (FMT) Training Requirements, Assistance Visits, State Level Philip A. Connelly Evaluations, Armory Dining facility Equipment and any other additional funding requirements, that will be utilized to submit to NGB.
- (d) The suspense date for this action is NLT 1 October annually.

(8) End of Training Requirements for Inactive Duty and Annual Training:

(Reference: DA PAM 30-22, Para, 4-18, a, b and this LOI)

Ensure that the annual training records have been properly closed out by:

- A. Transferring any remaining on hand subsistence items to the IDT accounting system at the completion of Annual Training.
- B. Ensure that the last DA Form 5913 (Report) has the statement indicated in the remarks block (End of IDT/AT Report)
- C. Rubber band up IDT and AT Records separately and attach the Annual Review on top folder and file closed out records in file cabinet behind the appropriate current FY files.

(9) Comprehensive Food Establishment Inspection:

(Reference: IAW DA PAM 30-22, Para 3-8, b, (4))

- A. The concerned food advisor will utilize DA Form 5161, (Comprehensive Food Establishment Inspection) and conduct this inspection on an annual basis for units that utilize the Armory Kitchen, IAW the above reference.

- B. A copy of this inspection will remain in the units food service files and a copy will be forwarded to the food program manager.

12. Armory Administrative Officer (AO):

(Reference AR 30-22 Para, 3-45, DA PAM 30-22, fig 3-17 and this LOI)

- A. The AO is ultimately responsible for the up keep of the Armory Kitchen. The AO plays a key role with ensuring that a safe and sanitary working environment is being maintained by the unit(s) that utilizes the Armory Dining Facility.
- B. The AO should coordinate with commanders to ensure that the kitchen is inspected IAW sanitary guidance in TB MED 530, and this LOI before and after each drill assembly, as well with any local establishments that may utilize the Armory kitchen in between drill assemblies.
- C. The AO should ensure that DA Form 3988 (Kitchen Equipment Replacement Record) is completed by the person assigned for the kitchen equipment and verified, (signed) by the supporting Food Advisor on DA Form 3988, block 13a and b, each year or sooner (whenever a piece of equipment becomes broken or replaced), IAW the above reference. **The AO may sign this form in the absents of the appropriate food advisor.**
- D. The AO should follow up on all work orders for kitchen repairs that are being submitted.

13. Unit Commanders:

(Reference: FM 10-23, Chap 2, AR 30-22, Para 3-19, DA PAM 30-22, Chap 3, TB MED 530, AR 60-55, Para 7-1, a (15.))

- A. Commanders will ensure that they designate appropriate personnel utilizing DA Form 1687 (Delegation of Authority), to request subsistence for their unit.
- B. Commanders must ensure that personnel designated on DA Form 1687 have received training required to operate the Army Food Management Information System (AFMIS) for their food service accounting system.
- C. Commanders must ensure that their subsistence request for IDT is submitted NLT 60 days prior to their battle assemblies and NLT 120 prior to their AT.
- D. Commanders must ensure that their class I credit card holder has paid for their subsistence and properly closed out their subsistence accounting in the AFMIS, NLT 5 days after the training event for IDT and AT.
- E. Commanders will ensure that all Officer's and AGR soldiers are on payroll deduction prior to requesting subsistence for Annual Training. Initiating payroll deduction during IDT is not authorized.
- F. Commanders must incorporate their units Field Sanitation Team to be utilized during food preparation and service during Inactive Duty training as well as during annual Training. The duties of the field sanitation team are just as important during IDT and will greatly reduce the chance of food borne illness.

13. Unit First Sergeant:

(Reference: FM 10-23)

- A. The unit First Sergeant plays a vital role within the unit's food program by providing support for the food operations section in order to accomplish their mission.
- B. Provide Kitchen Police (KP) Support, 4 soldiers or the first 100 soldiers being supported and 1 additional KP for every 50 additional soldiers being supported thereafter.
- C. Provide a Headcounter NLT 30 minutes prior to the start of each meal to be briefed by the food operations sergeant of his/her specific duties and training on operating the hand held scanner for proper headcount accountability.

14. Unit Food Service Officer:

(Reference: AR 30-22, Para, 3-19, (a), DA Pam 30-22, Para 3-36, FM 10-23. Chap 2)

- A. The Food Service Officer plays a vital role in the unit's food program by providing assistance to the Food Operations Sergeant and is the liaison between the food operations sergeant and the commander.
- B. The food service officer works closely with the Food Operations Sergeant and First Sergeant and ensures that the unit is providing required KP and headcount support and ensures that food service training and maintenance on equipment is being conducted as required.
- C. The Food Service Officer ensures that the unit has all required SOP's and regulations pertaining to the food service operations. She/he also ensures that the commander has appointed a unit field sanitation team and coordinates with the KSARNG State Surgeon to properly train and certify the team members.

15. Food Operations Sergeant:

(Reference: AR 30-22, DA PAM 30-22, FM 10-23, Chap 12, TB MED 530, Para, 2-1, 2-2, 2-3, 2-18, 12-12, KSARNG Food Service Menu, AFMIS/STAMIS SOP's and Headcounter, Cash Collections SOP's listed in Appendix)

- A. The Food Operations Sergeant is overall responsible for and in charge of the unit's food operations and will perform his/her duties IAW with the above reference and the following:
 - (1) Utilize the AFMIS to manage the unit's subsistence account.
 - (2) Maintain the armory kitchen to sanitary standards IAW TB MED 530.
 - (3) Ensure that all required food service publications, Technical Manuals, are on hand for each piece of field food service equipment.
 - (4) Coordinate with the ULLG-G operator to ensure that any missing parts are on order.
 - (5) Ensure that PMCS is being conducted on all assigned food service equipment.
 - (6) The FOS will ensure that DA Form 7458, Risk Management Data Log – Cooking, and DA Form 7459, Risk Management Data Log – Serving, is completed for each meal and filed in the food service files.
 - (7) The FOS will perform a self-evaluation utilizing on food service sanitation IAW TB MED 530, Chap 12-12 utilizing DA Form 5162-R on a monthly basis. A copy of this evaluation will be maintained in the food service files.
 - (8) The FOS will utilize ensure that a Temperature Control Log is attached to each refrigerator and freezer. At a minimum, temperatures will be taken and recorded at least three times daily. A copy of the temperature control log will be filed in the food service files.
 - (9) Conducts and ensures that an ongoing food service training program is being completed IAW TB MED 530, Section V, Para 2-18, 2-19 at least quarterly during IDT and Mandatory Pre-AT training is being conducted as follows:
 - (a) 90 days prior to annual training - Set up and utilize the MKT and all assigned fuel fired equipment. Perform PMCS and maintenance on all equipment. Order repair parts and conduct necessary training on operation of equipment and safety procedures.
 - (b) 60 days prior to annual training – Conduct a 4 Hour (Mandatory) Food Service Sanitation Refresher Training Class on all aspects of food service sanitary procedures and field operations. File documentation of this training in the unit annual training, training files.
 - (c) 30 days prior to annual training – Review safety and sanitation procedures, load plans and other necessary preparations for annual training.

16. Class I and II Credit Card Holder:

(Reference: Current Subsistence Prime Vendor Contract, AR 30-22, DA PAM 30-22, AFMIS SOP, and this LOI)

- A. The class I credit card holder will receive their initial training from the USPFO Purchasing and Contracting office and the KSARNG Food Program Management Office upon notification from the USPFO. Additional AFMIS training will be provided to these soldiers from the food program management office, as needed.
- B. Class I credit card holders will ensure that only subsistence items is purchased utilizing the class I credit card. Ice, cleaning supplies, paper products and the like are paid for utilizing the class II credit card.
- C. The credit card holder will utilize the Army Food Management Information System (AFMIS), to input required subsistence data into this web based program upon requesting subsistence NLT 60 days prior to the units battle assembly and NLT 120 prior to the units annual training. The class I credit card holder must keep copies of all receipts and invoices for purchases in his/her filing system.
- D. Class I credit card holder must pay for subsistence ordered/received or consumed within 5 days after receipt and submit a copy of the vendors receipt along with other required reporting documentation contained in this LOI, to the USPFO Subsistence commodities manager.
- E. Class 1 credit card holders AFMIS accounts will be locked if payment and reporting procedures have not been completed prior to requesting future subsistence or past 30 days late, whichever occurs first.

17. Head Counter:

(Reference: AR 30-22, Para, 3-26, DA PAM, 30-22, appendix, D and Para 3-26 thru Para 3-39, Headcounter SOP and this LOI, STAMIS SOP)

- A. The Headcounter plays a vital role within the food program by properly accounting for meals consumed and safeguarding funds received for meals consumed by Non Subsistence In-Kind Soldiers and authorized civilians.
- B. The headcounter must be properly briefed on his/her duties and the operations of utilizing the hand held scanner (STAMIS) to account for all meals consumed.
- C. The headcounter must sign for and turn-in the STAMIS utilizing DA Form 3161 for each meal.
- D. For detailed specific Headcounter responsibilities please refer to the Headcounter SOP as enclosed.

Section 3 – KSARNG Food Service Operating Programs

1. Overview:

(Reference: AR 30-22, DA PAM 30-22, Para 3-7, TB MED 530, 577, AR 40-5, 670-1, and FM 10-23, AFMIS/STAMIS SOP, and all other reference contained in this LOI)

KSARNG units will utilize the procedures as indicated in this LOI for operating their food programs. Current operating procedures in AR 30-22 and DA PAM 30-22 do not indicate the procedures for the operational requirements of the Army Food Management Information System (AFMIS) that has been mandated for usage by National Guard Bureau as indicated in Para 4 below.

2. Reserve Component Subsistence System (RCSS):

(Reference: AR 30-22, (The Army Food Program), DA PAM 30-22 (Procedures for Operating the Army Food Program) and AppendixF)

KSARNG units will utilize the RCSS during Inactive Duty Training (IDT) and Annual Training (AT) in conjunction with the Army Food Management Information System (AFMIS).

3. Army Field Feeding (AFFS):

(Reference: Chapter 4 of DA PAM 30-22)

Procedures for the AFFS do not apply to the KSARNG food service program and will not be utilized.

4. Army Food Management Information System (AFMIS):

(Reference: ARNG-ILS, Memorandum, dated 7 March 2011, Subject: Army Food Management Information System Reserve Component (AFMIS-RC)), (Attached AFMIS POI, User Level and Command Level SOP's as enclosures), AR 30-22, DA PAM 30-22, Para 3-17, a, Appendix I, Para I-7)

*** All KSARNG units Class I Credit Card holders, Food Operations Sergeants and anyone else authorized to request, pay for and manager their units food service operations will utilize the procedures in the above reference for operating the AFMIS).

5. Standard Army Management Information System (STAMIS):

(Reference: ARNG-ILS, Memorandum, dated 7 March 2011, Subject: Army Food Management Information System Reserve Component (AFMIS-RC)), (Attached AFMIS POI, User Level and Command Level SOP's as enclosures), AR 30-22, DA PAM 30-22)

- A. All KSARNG units will be trained on and issued a hand held scanner to be utilized in conjunction with operating the AFMIS.
- B. The STAMIS is a property book accountable item and will be safeguarded and accountable at all times. DA Form 3161 (Hand Receipt) will be utilized to issue the STAMIS each time it will be utilized to collect head count data in order to establish an audit trail.
- C. This STAMIS will be programmed by the FOS or Supply Sergeant and issued out to the headcounter for usage to account for all meals consumed. After each meal the STAMIS will be uploaded into the AFMIS by the FOS or Class 1 Credit Card Holder/Supply Sergeant.

6. KSARNG Subsistence Prime Vendor Program:

(Reference: HQDA, Memorandum, dated September 1995, Subject: Implementation Policy for Subsistence Prime Vendor Program, AR 30-22, Para 3-21, b, AR 30-22, DA PAM 30-22 and this LOI)

- A. KSARNG Food Program has acquired a Subsistence Prime Vendor IAW the above reference.
- B. All KSARNG units will request their class A-Rations, Rapid Preparation Meals and verity of boxed type meal kits, as indicated in the KSARNG Food Program Menu.
- C. All Class I Credit Card holders will process their subsistence requests IAW with the above reference utilizing the AFMIS.
- D. All Class I Credit Card holders will pay the subsistence prime vendor no later than 5 days after receipt or delivery of subsistence and submit a copy of the paid receipt along with the subsistence reporting documentation as required in the above references.
- E. The subsistence prime vendor will issue subsistence IAW the menu cycle posted in this LOI. The subsistence prime vendor or KSARNG units are not authorized to deviate from the menu cycle without prior approval from the KSARNG food program management office.
- F. Personnel receiving subsistence must ensure that all items have been accounted and signed for and properly safe guarded secured and stored at the appropriate safe holding temperatures for perishable items, such as produce, meats and dairy products and that all dry goods are properly stored on shelving at least 6 inches off the ground.

7. Energy Conservation Program:

(Reference AR 30-22, Para 3-1, (s) and 3-50, b)

- A. All KSARNG soldiers are required to conserve energy and turn off appliances and lights when not utilized. However, this is especially true conducting food service operations.
- B. Conducting Food Service Operations during Garrison and Field Feeding environments requires a substantial usage of natural resources and must be continuously monitored by all food service personnel before, during and after meal preparation.
- C. Food service personnel must ensure that if a piece of equipment is not being utilized, it is turned off and incorporate energy conservation into their food preparation activities.

8. KSARNG Food Management Team (FMT):

(Reference: AR 30-22, Para 3-49, DA PAM 30-22, Para 3-67, KSARNG Food Program FMT SOP and this LOI)

- A. The KSARNG Food Program Management Office has established a Food Management Team (FMT) to provide food service technical assist and training to all Commanders, Food Service Personnel, Supply Sergeants, Class I Credit Card holders and anyone else involved in food service operations.
- B. The Food Program Manager is the Team Chief of the Food Management Team, and selects, senior highly qualified 92G personnel as team members that are appointed by the TAG.
- C. Personnel requesting food management team assistance will utilize the procedures within the enclosed Food Manager Team, Standing Operating Procedures (SOP) pertaining to this program.
- D. Assistance visits are not inspections, they are assistance visits, designed to assist the commanders with identifying faults within their food program, and provide corrective actions to correct noted deficiencies that cannot be corrected on the spot.
- E. FMT Funding will not be utilized by the Major Commands (Division/Brigade) Food Advisor, Chief/Senior Food Operations Management NCO, to conduct required Annual Reviews for IDT and AT for their internal commands. Commands must utilize their own internal funding to support this purpose.
- F. Commanders are highly encouraged to utilize this valuable asset to assist them with the proper operations of their internal food programs, as needed.

9. KSARNG Food Management Board (FMB):

(Reference: AR 30-22, Para 3-54, DA PAM 30-22, Para, 3-69, Appendix, g)

- A. Installation Food Management Board members will be selected and appointed IAW the above references. The KSARNG Food Program Manager will be the chair person for the board. Appointment orders will maintained on file and updated as required when a new AG is replaced and when an appointed member needs replacement.
- B. The State Installation Food Management Board is responsible for establishing the KSARNG Food Service Menu that meets all nutritional standards and monetary limitations that will be utilized by all KSARNG units preparing subsistence. The board will meet at least once a year or sooner to review, change, price out and update the food menu as deemed necessary.
- C. KSARNG units are only authorized to utilize an approved food menu approved by the FMB. Internal menu's that have not been properly reviewed by the KSARNG State Surgeon, priced out and approved by the menu board is not authorized and will not be utilized.

10. KSARNG Subsistence Menu:

(Reference: AR 30-22, Para 3-57, DA PAM 30-22, Para 3-70, KSARNG Food Program Menu and this LOI)

- A. The KSARNG Food Management Board has established and approved the KSARNG Food Program Menu IAW with the above references that will be utilized by all KSARNG units requesting subsistence.
- B. This menu will be utilized IAW the menu cycle in order to maintain consistency for all KSARNG units. Holiday Meals will be authorized IAW AR 30-22, Para, 3-29, C, (4).
- C. The KSARNG Food Program Manager encourages all soldiers to provide feedback concerning this menu IAW DA PAM 30-22, Appendix H, Figure H-2, utilizing DA Form 7590, (Operational Ration Quality Feedback).

11. Philip A. Connelly Awards Program:

(Reference: AR 30-22, Section IV, Para 3-46, (3), (a), DA PAM 30-22 Para 3-65, d, (2), attached Philip A. Connelly Awards Program SOP, and this LOI)

- A. Participation is Mandatory for all KSARNG units having Field Feeding capabilities, IAW the above references.

- B. Food Advisor/Chief/Senior Food Operations Management NCO will conduct a Philip A. Connelly evaluation during annual training or MUTA 5 in a field environment on every unit within their commands that have assigned cooks and an MKT/CK, utilizing the Philip A. Connelly evaluation checklist.
- C. For specific information pertaining to this program for the KSARNG, please refer to the above Standing Operating (SOP) within this LOI.
- D. The KSARNG Food Program Manager will select the unit with the highest points from each major command to participate in the State Level of the competition to be conducted the following upcoming FY. Upon completion of all major command evaluations, the winner of the state level will be selected and nominated to NGB, NLT 1 October annually, for participation in the Regional Level of this competition the following upcoming FY.
- E. Selected unit's Major Command Food Advisor will assist and prepare their nominated subordinate unit to participate in the regional/national level of the Phillip A. Connelly Awards Program, and coordinate with the KSARNG Food Program Manager for additional assistance, if needed. (Reference KSARNG Standing Operating Procedures within this LOI, AR 30-22, and DA PAM 30-22)
- F. The Food Program Manager submits the KSARNG State level winner to National Guard Bureau Food Program Manager and coordinates with national and regional evaluators as appropriate.

12. KSARNG Food Service Training Program:

(Reference: AR 30-22, Para 3-55, IAW TB MED 530, Section V, Para 2-18, 2-19, STP 10-92G25-SM-TG, FM 10-23, Chapter 14 and 15)

- A. Listed below are Food Service Training requirements IAW the above references as follows:
 - (1) All Food Operations Sergeants will develop a training plan and conduct food service training for all assigned 92G personnel, on a quarterly basis. This training must be documented and filed in the food service filing system.
 - (2) All food operations sergeants must attend the food service sanitation certification training class that is conducted by the food program management office, every 5 years.
 - (3) Food advisors will monitor their subordinate unit's food service training and assist in training, if necessary.

13. KSARNG Food Service Equipment Replacement Program:

(Reference: AR 30-22, Para 3-45, DA PAM 30-22, Para, 3-62, 3-63, c, 3-64 and 5-4, TB MED 530, Chapter 4)

- A. Food Service Personal must maintain all kitchen equipment, (Field and Garrison) are being properly maintained in good sanitary working conditions by ensuring Preventive Maintenance Checklist Services (PMCS) is being conducted IAW the equipment Technical Manual (TM).
- B. KSARNG units will follow the procedures listed below for repairing and replacing food service equipment for Armory Dining Facility Kitchens and Field (MTOE) Equipment as follows:

(1) Armory Kitchen Equipment Replacement Procedures:

- A. The Food Operations Sergeant will contact the KSARNG Department Public Works (DPW) and acquire a statement from the DPW, IAW DA PAM 30-22, Para 3-63, c.
- B. If the piece of equipment has been determined to be replaced or repaired, the following procedures apply:
 - (1) Generate DA Form 2405 (Maintenance Request Register), DA Form 2409 (Equipment Maintenance Log), DA Form 3988 (Equipment Replacement Record), DA Form 3953 (Purchase Request and Commitment Form)
 - (2) Obtain a quote from local sources that includes specifications and price.
 - (3) Submit completed packet to the KSARNG Food Program Manager.

- C. Once equipment has been repaired or replaced, the unit must update DA Form 3988, indicating the new changes and coordinate with the property book officer if needed, to take off broken equipment and add new equipment and to properly turn in replaced equipment.

(2) Field Food Service Equipment Replacement Procedures:

- A. Food operations sergeants are responsible for conducting required PMCS on all assigned food service field equipment. Coordination with the supporting ULLS-G operator is critical to ensure the status of equipment replacement and ordering process is active.
- B. Units will be notified through appropriate channels on fielding of new equipment and any training requirements that may be necessary for operations and maintenance of new equipment.
- C. Each piece of assigned equipment requires a TM. If the unit has 2 MKT's they are required to have two TM's, and so forth.
- D. It is critical that all equipment is properly cleaned and serviceable and that all personnel have been properly trained and licensed to operate fuel fired equipment.

14. The Army Records Information Management System (ARIMS): (AR 25-400-2, (Army Records Information Management System), (ARIMS), AR 30-22, Pare 3-12, 3-13 and 4-10, e, (4), and DA PAM 30-22, Para 3-8 and Para 3-9) and this LOI)

- A. KSARNG units that are utilizing the Army Food Management Information System (AFMIS) will maintain all other food program related files such as published memorandums, training records, and other food program related forms that are not within the AFMIS web based subsistence system itself, in appropriate food service files IAW the Army Records Information Management System.
- B. KSARNG units that have attached/assigned 92G personnel are required to maintain these files IAW the Army Information Records Management System (AIRMS).
- C. Food service files MUST BE maintained in a metal filing cabinet IAW AR 30-22. **Current FY Copies of file labels are posted on the Share Point for usage.**
- D. Class 1 credit holders purchasing subsistence for their unit(s) must ensure that a copy of their payment receipts are provided to their food operations sergeants for their food service filing system. The original receipt will be maintained by the class 1 credit card holder for their individual accounting files. Class 1 credit card holders requesting subsistence for those unit(s) that does not have attached/assigned 92G personnel are required to maintain their food service filing system IAW Para, c above.
- E. Current fiscal year food service file labels can be downloaded from the food service folder located within the P-Drive, or by contacting the USPFO Subsistence Commodities Manager.
- F. Listed below is how all food service files are to be filed and maintained by either the food operations sergeant, supply sergeant, class 1 credit card holder or whoever has been designated to maintain the food service operations.

(METAL FILE CABINET)

REAR OF DRAWER

BLANK FORMS
ANNUAL TRAINING PREVIOUS FISCAL YEAR RECORDS
ANNUAL TRAINING CURRENT FISCAL YEAR RECORDS
INACTIVE DUTY TRAINING PREVIOUS FISCAL YEAR RECORDS
INACTIVE DUTY TRAINING CURRENT FISCAL YEAR RECORDS

FRONT OF FILE DRAWER

15. Required Publications:

(AR 30-22, Appendix A, page 44-46, DA PAM 30-22, TB MED 530 and this LOI)

- A. All food service publications will be automated and saved onto a disk and filed in the food service filing system IAW the above references, except for the following publications that are required to be on hand as hard copies, as follows:
- (1) All Technical Manuals for each piece of food service field equipment, vehicle and trailer assigned to the food service section.
 - (2) AR 30-22, (The Army Food Program), DA PAM 30-22, (Operating Procedures for the Army Food Program) TB MED 530 (Occupational and Environmental Health Food Sanitation), and this LOI.
- B. KSARNG units that do not have assigned/attached food service personnel will be required to maintain the publications as indicated in Para, (2), above.
- C. All KSARNG units that have assigned food service personnel will download the following Standing Operating Procedures (SOP's) from Share Point, G-4 Folder, Food Service Folder, as on hand hard copies, as follows: Units that do not have assigned 92G personnel will be required to maintain the below indicated by an *.

* (1) **Headcounter SOP**

* (2) **Cash Meal Payment Sheet SOP**

(3) **Kitchen Police SOP**

(4) **Food Service Operations for Field Feeding SOP**

(5) **Food Service Operations for Garrison Feeding SOP**

(6) **Unit Field Sanitation Team**

* (7) **Army Food Management Information System (AFMIS) User Level SOP**

*** (8) KSARNG Food Program Letter of Instructions LOI (THIS LOI)**

(9) KSARNG Food Program Menu

D. Armed Forced Recipe Service, TM 410-12, will be used by units preparing subsistence. Recipe cards can be downloaded from either the P-Drive, food service folder or directly from the Joint Culinary Center of Excellence (JCCOE) Web Site.

Section 4 - Installation Food Protection and Safety Programs

1. Overview:

(Reference: IAW AR 30-22, Para, 3-7, 3-51, 3-55, TB MED 530, FM 10-23, AR 40-5, DA PAM 30-22)

- A. Listed in this section are key elements that make up the overall KSARNG Installation Food Protection Program.
- B. Although some of these elements are addressed throughout this LOI in other areas they are and must be incorporated in the overall food protection program. Listed below are the specific guidelines and forms required to support this program as follows:

2. Food Service Uniform Policy:

(Reference AR 670-1, Chap, 9)

- A. The duty uniform for food service personnel preparing subsistence in a garrison or armory type dining facility during IDT or AT, is the standard medical cook white uniform as prescribed in AR 670-1, Chap, 9, Para, 9-2, b, (1), (a) and (b).
- B. The duty uniform for Food Operations Sergeants, Senior/Chief Food Management NCO's and Food Advisors supervising dining facility operations during IDT or AT in a garrison or armory type dining facility is the standard black and white uniform as prescribed in AR 670-1, Chap 9, Para 9-2, b, (2), (a) and (b).
- C. The duty uniform for all 92G food service personnel (Food Operations Sergeants, Senior/Chief Food Management NCO's and Food Advisors) preparing during field feeding operations is the ACU's.

3. Hazard Analysis Critical Control Point (HACCP):

(Reference: TB MED 530, Chapter 12, Para 12-15, a, 1)

- A. The food operations sergeant will develop a plan and follow the guidance as indicated in the above reference as applicable to their operations.
- B. All food service personnel are required to have a metallic or digital thermometer enabling them to ensure all foods are being properly maintained at a safe storage, preparation, cooking, serving and holding temperatures. Mercury type thermometers are not authorized for checking subsistence.
- C. All refrigerators, ice chests, ovens, grills are required to have the appropriate thermometer.
- D. Listed below are the required approved thermometers for food service operations that can be local purchased as follows:

- (1) Digital Test Thermometer, one per each 92G Personnel
- (2) Oven Thermometer, one for each oven
- (3) Griddle Thermometer, one for each griddle
- (4) Refrigerator/Freezer Thermometer, one for each refrigerator, freezer and ice chest.

4. Risk Assessment,

(Reference: TB MED 530, Appendix, B, DA Form 7437-R (Food Establishment Risk Assessment Survey))

- A. KSARNG Medical Command will comply with the procedures listed in the above reference as deemed necessary.
- B. Commanders are highly encouraged to request assistance from the KSARNG Medical Command and their supporting Food Advisor, to determine their field feeding risk assessment at the onset of conducting field training. By doing so will identify the risk assessment of the unit's field food service operations and may help prevent unsafe conditions.

5. Food Risk Management:

(Reference: Reference DA PAM 30-22, Para 3-7, Food Risk Management)

- A. Food Operations Sergeants will initiate and maintain the following forms while preparing subsistence under the RCSS during IDT, and the AFFS during AT as follows:
 - (1) Temperatures will be taken on all subsistence being prepared throughout the cooking process utilizing DA Form 7458 (Risk Management Data Log-Cooking) IAW with the above reference.
 - (2) Temperatures will be taken on all subsistence during the serving and holding periods utilizing DA Form 7459 (Risk Management Data Log-Hot or Cold Serving) IAW the above reference.

6. FOODACT Messages,

(Reference: AR 30-22, Para 5-24, DA PAM 30-22, Para, 5-75)

- A. Upon receipt of FOODACT Messages from NGB, Food and Drug Administration or the KSARNG Subsistence Prime Vendor, pertaining to specific foods that currently are on re-call and pose a health threat, the KSARNG Food Program Management Office will initiate the following procedures:
 - (1) The Food Program Manager will attach the notification along with specific instructions for disposal or turn-in to all KSARNG units utilizing distribution B.
 - (2) The Food Program Manager will coordinate and follow up with all concerned to ensure that procedures published had been adhered to by all concerned.

7. Food Safety and Sanitation Program:

(Reference: IAW DA PAM 30-22, Para, 3-7, b, (2))

- A. The KSARNG Certified Adjunct Instructor will conduct a Food Service Sanitation Certification Class to all Food Operations Sergeant who have not been certified and or needs to be re-certified, IAW the above reference on a yearly basis.
- B. Students receiving a passing score of 80% will be provided with a certificate from the adjunct instructor upon grading the completed test. This certificate is valid for 4 years from date of exam.

8. Medical Support (Inspections):

(Reference: TB MED 530, Section IV and V)

- A. The office of the KSARNG State Surgeon, has the responsibility for conducting food safety and sanitary inspections on all KSARNG units during Inactive Duty Training and Annual Training. These procedures will also apply to the USPFO Warehouse, KSTC Contract Dining Facility, BCTC and the KSARNG Subsistence Prime Vendor Warehouse.
- B. KSARNG Preventive Medicine Activity will also provide their support during field feeding operations and monitor the unit's field sanitation teams to ensure they are performing their required duties in a satisfactory manner.

9. Field Sanitation Team Certification:

(Reference: FM 25-12, FM 10-23, TB MED 530, Section V, Para 2-18)

- A. The KSARNG Medical Command will train and certify KSARNG Unit Field Sanitation Team members as requested. Commanders are responsible to request certification training from the KSARNG Medical command to train and certify their field sanitation teams.

- B. All KSARNG units having operational control of food service personnel are required to establish a field sanitation team IAW the above reference.

10. Field Sanitation Team:

(Reference: AR 40-5, FM 25-12, FM 10-21-10-1, FM 10-23, TB MED 530)

- A. The Unit Field Sanitation Team plays a critical role in the units food service operations by reducing the chance of contamination, spread of food borne illness diseases, and protecting soldier's health.
- B. Field Sanitation team Members are authorized to inspect their unit(s) 400 gallon water trailers for usage. Units that do not have a field sanitation team and cannot be supported by a team within their command must contact the KSARNG Medical command to certify their 400 gallon water trailers prior to usage.
- C. The duties of the Unit Field Sanitation Team are in FM 25-12 and FM 21-10-1 and should be incorporated at home station feeding. Some of the duties the unit field sanitation team should be conducting during home station feeding are as follows:
 - (1) Monitor proper subsistence temperature safe zones are being adhered to for all meals being utilized. The Field Sanitation Team must not accept delivered subsistence from the catering company if the proper safe holding temperatures are not and cannot be properly maintained, before and during the serving periods.
 - (2) Ensures that the proper temperatures are being maintained for washing pots, pans, dishes, and silver wear, either manually or mechanically.
 - (3) Applies Integrated Pest Management control measures to ensure there is no visible evidence of rodent or roach investigation in and around food preparation, food and trash storage areas, IAW Para 10, below, Integrated Pest Management.
 - (4) Conduct sanitation inspections during the food serving and sanitation utilizing DA Form 5162-R Routine Food Establishment Inspection Sheet.
 - (5) Ensure the FOS is conducting the Food Risk Management by documenting and monitoring required safe food preparation and holding temperatures as indicated in Para 4, a, (1) and (2) above, Food Risk Management.
 - (6) Ensure the Armory Kitchen has been properly cleaned by the food service personnel and the Armory Kitchen Inspection Check List has been completed by the FOS prior to the final formation, utilizing the attached Armory and Field Kitchen Inspection Checklist.

11. Integrated Pest Management:

(Reference: TB MED 530, Section VII, Para 5-31, 5-37 and Chap 6, AR 40-5, Chap 10, and AR 30-22)

- A. The KSARNG Food Program Manager will coordinate with the Directorate of Engineers, Food Service Personnel and Preventive Medicine to develop procedures for integrated pest management
- B. Unit field sanitation teams will incorporate pest management procedures during IDT and AT, utilizing the above references.

12. Kitchen Police (KP) Support

(Reference: DA PAM 30-22, Para 3-56, 4, q, FM 10-23 Chap 2, TB MED 530)

- A. KP's play a vital role in food service operations by ensuring all food preparation equipment has been properly cleaned and sanitized for usage by food service personnel during IDT and AT.
- B. Units being supported by food service personnel will provide KP support on the bases of 4 KP's for the 1st 100 soldiers being subsisted and one additional KP for every additional 50 thereafter.
- C. KP's will be briefed by the FOS on their specific duties and will be monitored by the unit field sanitation team during field feeding operations and during IDT if available.

13. Approved Source for obtaining Subsistence:

(Reference: AR 40-657, CIR 40-1 <http://vets.amedd.army.mil/vetcom/index.html>)

- A. IAW AR 40-657 (Veterinary/Medical Food Safety, Quality Assurance, and Laboratory Service), Para 2-4, subsistence for consumption of military personnel must be acquired from an approved source.
- B. Only qualified 92G (MOSQ) food service personnel are authorized to prepare subsistence for consumption supporting their units. Non 92G MOSQ personnel are not authorized to prepare subsistence or operate dining facility equipment to provide food service support.
- C. Active duty installation TISA's, KSARNG Subsistence Prime Vendor and local Restaurants that are currently approved by the supporting local, state or federal health department, medical command or veterinary department as a safe and sanitary establishment for subsistence procurement, will be the only source for obtaining subsistence for consumption by military personnel.

Section 5 - General Food Service Operations Policy Information

1. Overview:

Listed in this section are general food service operations policy information pertaining special circumstances that may occur to subsist soldiers in other than Inactive Duty Training or Annual Training status, and requesting subsistence support from other agencies other than the DOL/USPFO. Additionally, listed are the procedures for providing subsistence support to other agencies other than the KSARNG and other general special circumstances that may arise.

2. Split/Equivalent/Rescheduled Military Attendance (RMA) Support:

(Reference: AR 30-22, Table 3-1, DA PAM 30-22, Para 3-53)

- A. The Government may provide one each on hand operational type ration (MRE, Box Lunch Meal Kit) for soldiers conducting split training or equivalent training working an 8 hr. day. Soldiers in a Rescheduled Military Attendance, (RMA) may be authorized subsistence if that soldier is working an 8 hr. day. RMA is a 4-hour pay period and only one RMA can be authorized in a single day.
- B. DA Form 5914, (Ration Control Sheet) will be utilized to account for all meals issued. Documentation must be indicated in the remarks column explaining the circumstances of support.
- C. Units are not authorized to submit a subsistence request to feed soldiers in an RMA status.

2. Moral Welfare and Recreation (MWR):

(Reference: AR 30-22, Para 3-39, e)

- A. Units being supported for subsistence utilizing MWR must ensure that all monies received and meals requested are separated from their subsistence request authorization for Subsistence In-Kind (SIK).
- B. Units must ensure that funding received is equally distributed in such a manner that everyone is equally benefited from the MWR.
- C. MWR funds cannot be utilized to purchase subsistence for Officers and AGR Soldiers who are required to pay for their meal.
- D. MWR funds can only be utilized to purchase subsistence for all Traditional M-day (SIK) soldiers and all, (Traditional M-day, Officer and AGR) dependents. Only the family members (Dependents) are authorized to benefit from utilizing this program pertaining to subsistence. All Officer and AGR soldiers receiving Basic Allowance for Subsistence, (BAS) must reimburse the government or pay the vendor directly for meals consumed.
- E. As an example, if the unit is celebrating the holiday meal and being supported by the MWR, support is only authorized to purchase and pay for the dependents of ALL Soldiers in the unit to include M-Day enlisted, AGR and Officers **(Dependents Only)**.

3. Family Support Group (FSG):

(Reference: AR 30-22, Para 3-39, e)

- A. Units being supported from the family support group must ensure that all food items are purchased from these funds and are not a split purchase utilize government funds along with family support group funds. Portions of meals cannot be purchased from these two accounts for the same meal.
- B. Subsistence, from bake sales or other sources either prepared or raw provided by the family support group to be utilized as part of or ILO or in conjunction with any portion of a meal provided by an approved source of the government, is not authorized.
- C. Usage of government dining facility equipment or personnel to support the FSG is not authorized. Only qualified 92G MOSQ personnel are authorized to utilize Armory Dining Facility Equipment preparing meals to support their unit(s).
- D. FSG funds can only be utilized to purchase subsistence for all Traditional M-day (SIK) soldiers and all, (Traditional M-day, Officer and AGR) dependents. Only the family members (Dependents) are authorized to benefit from utilizing this program pertaining to subsistence. All Officer and AGR soldiers receiving Basic Allowance for Subsistence, (BAS) must reimburse the government utilizing either AFMIS, DD Form 1544, Cash Meal Payment Sheet) or pay the vendor directly for meals consumed

4. Boy/Girl Scout, ROTC Support:

(Reference: AR 30-22, Para, 3-34, (b), (6))

- A. IAW the above reference, the TAG may authorize meals prepared or provided by the KSARNG to support the above on occasional bases reimbursing the government for support. Personnel being supported will be required to reimburse the government the appropriate meal rate for meals consumed being supported as follows:
 - (1) Support from 92G food service personnel preparing meals – the standard meal rate applies.
 - (2) Support from the KSTC Contract Dining Facility – the appropriate meal cost as indicated in the contract for the dining facility.
 - (3) Support for Meal Ready to Eat (MRE) – the current cost of each MRE.
- B. Reimbursement will be made utilizing the AFMIS, DD Form 1544, (Cash Meal Payment Sheet), for cash collected for the sale of meals MRE's or meals provided by 92G food service personnel, or paid directly to the contract dining facility manager for meals consumed from the contract dining facility.

5. Additional Funding Authorization for Commercially Prepared Holiday Meals:

(Reference: DA PAM 30-22, F-11)

- A. There is no additional authorization for an increase in funding allowance obtaining the Holiday Meal utilizing Commercially Prepared or Catered Support.
- B. Commercial Meal support allowance will be the same allowance as the LUNCH MEAL as indicated for commercial support in current DOL Memorandum, Subject: Basic Daily Food Allowance (BDFA).

6. Emergency Subsistence Procurement Procedures:

- A. True emergencies will be approved from the office of the food program manager to subsist soldiers in an emergency status. Commercial meals will be utilized when there are no other means available, (On hand operational rations) to obtain subsistence for authorized diners.
- B. Every effort will be made to obtain pre approval by verbal confirmation and or leaving a voice mail or submitting e-mail along with complete circumstances. If unable to obtain pre approval for commercially prepared subsistence, units will procure emergency subsistence and immediately submit all required documentation after the fact to the

subsistence commodities manager, and follow up with telephonic commendations until verbal acknowledgement has been made.

- C. As an example, an emergency is when an unforeseen event occurs that precludes the soldier(s) from obtaining subsistence, due to vehicle breakdown, emergency unit activation, state activations, delay in convoy operations, accidents and the like when it is not feasible to obtain operational rations thru normal channels.
- D. Units failing to submit their subsistence request are not categorized **as an emergency** and will be forced issued operational rations for consumption if submitted less than 2 weeks prior to the units drill dates.

7. Pay Roll Deduction and Missed Meals:

(Reference AR 30-22, Para 3-30, a, (2), DOD 7000.14-R, AR 600-38, Para 4-4, a, (1) and 4-5, a)

- A. Any soldier (officer or enlisted) receiving Basic Allowance for Subsistence (BAS) will not be included in the initiating request (DA Form 5913) to support IDT during field feeding unless in excess of 5 days under the AFFS, or AT feeding (except when soldiers are completing Defense Finance and Accounting Service (DFAS) action IAW DOD 7000.14-R.
- B. Individual soldier DFAS reimbursement actions are not authorized for IDT, operating under the RCSS, IAW AR 30-22, Para 3030, a, 3.
- C. Soldiers on Pay Roll Deduction that were not able to consume a meal due to an unforeseen mission requirements may file a claim for reimbursement for meals missed following the procedures utilizing DD Form 1475 (Basic Allowance for Subsistence – Certification) as indicated in AR 600-38, Para 4-5, a.

8. Basic Load Authorizations:

(Reference: AR 710-2, Page 43, Para d, (1), AR 30-22 Para 4-6, DA PAM 30-22, Para 5-61)

- A. KSARNG units are not authorized to maintain a stock age of MRE's as a basic load.
- B. Units that have been designated by the TAG to maintain a pre-determined amount of on hand MRE's to be utilized to support state emergencies will be identified and maintained and accounted for under the control of the supporting property book officer.
- C. Property book officers must develop a plan of action to ensure all on hand MRE's are being properly rotated and re-supplied prior to expiring.
- D. It is recommended that this stock age be utilized and re-stocked during the units AT. As a last resort when consumption cannot be achieved on-hand MRE's will be forced issued throughout the command to prevent fraud, waste and misuse, ILO trying to obtain medical clearance to initiate new expiration date.

9. On Hand Operational Rations and Meal Kits:

- A. KSARNG units are not authorized to maintain a stock age of operational rations or meal kits. Units will make every effort to consume all on hand operational rations and meal kits prior to expiring. Expired operational rations and meal kits will be turned back into the USPFO Warehouse for medical clearance and re-issue.
- B. Units must monitor expiration dates and develop a plan of action to utilize these meals or transfer them to another unit who can utilize them prior to expiring.
- C. The KSARNG Food Program Management Office will monitor on hand operational rations and meal kits and make necessary cut backs and not approval units request for commercially prepared meals until on hand meals have been exhausted as indicated on DA Form 5914.
- D. An investigation will be initiated for units who fail to utilize DA Form 5914 for accountability or the unit's inability to force issue on hand operational rations or meal kits to obtain a zero balance on hand prior to expiring.

10. Subsistence Discrepancies:

(Reference DA PAM 30-22, Appendix, h, figure, h-1, 2 and 3)

Discrepancies pertaining to substandard subsistence received must be reported and documented utilizing the below forms. A copy of the appropriate form will be maintained in the food service filing system and a copy will be forwarded to the KSARNG Food Program Management Office as follows:

(1) DA Form 7589 (Subsistence Vendor Discrepancy Report):

- (a) This form will be utilized to document subsistence discrepancies that are received from the KSARNG subsistence prime vendor and or other local food service establishment.

(2) DA Form 7590 (Operational Ration Quality Feedback Report):

- (a) This form will be utilized to document operational rations discrepancies that are received from an active duty installation TISA or the USPFO Warehouse.

11. Ice and Bottled Water:

(Reference AR 30-22, Para 5-19, AR 37-100-01)

- A. Ice and Bottled water will not be purchased utilizing subsistence monies with Class I credit card.
- B. Units will coordinate with the DOL Budget Point of Contact to make these purchases.
- C. Ice authorizations during field operations being supported from units food service operations is 6 lb per person per day.
- D. Bottled water and sports drinks such as Gatorade and the like not authorized for purchase utilizing subsistence monies, IAW AR 37-100-01 and DLA 8900 series subsistence catalog is not authorized for purchase.

12. Commercial Reefer Vans:

- A. KSARNG units being supported by their food operations personnel during field training are authorized to request commercial reefer vans to store perishable subsistence for IDT meals.
- B. Units will utilize their MTOE Ice Chests for storage of all perishable subsistence.
- C. Units will ensure they request enough ice to properly maintain correct holding temperatures of perishable subsistence items and pay for the purchase utilizing their Class II Credit

13. Social Functions:

(Reference: AR 30-22, Para 3-44, j and AR 215-1)

- A. Subsistence monies, dining facility personnel and equipment utilized to support Social Functions, to include Dining Outs, Welcome Home or Pre Deployment Ceremonies, Cook Outs, End of Annual Training Parties, Promotion Ceremonies, Chain of Command Functions, and the like in conjunction with, or any part of, is not authorized.
- B. Units requesting monetary support to support these types of events will be directed to the MWR or Family Support Group and will not be included into or part of the units subsistence request for SIK diners.

14. Mobilizations:

(DA PAM 30-22, Para 5-76, 5-77)

- A. Units being mobilized and conducting IDT, AT or ADOS in conjunction with their mobilization must ensure that appropriate documentation as to their day by day pay status is, indicated in the remarks block on DA Form 5913. By doing so will ensure that the proper funding is being utilized every time the units pay status changes.

- B. The date the unit is activated; all meals will be requested directly from the supporting active duty installation/unit being assigned to. This also includes any subsistence requirements while in a travel status to their mobilization site.
- C. KSARNG units that are mobilizing must turn in all DD Form 1544 (Cash Meal Payment Book/Sheet), and monies to their higher command cash control officer prior to mobilizing.

15. Subsisting personnel residing over 50 miles (Required to spend the night):

- A. Subsistence In-Kind (SIK) Soldiers conducting IDT training at home station that live 50 plus miles away that are authorized commercial lodging, **ARE NOT** authorized additional meals unless the units training schedule supports additional meals for the entire unit. Every effort will be made to acquire additional subsistence support from internal food service operations.
- B. During home station annual training, units being supported by their food service sections will provide food service support for all meals authorized during the training event. This includes providing additional Breakfast and Dinner meals for soldiers required lodging.

16. Travel Rations:

(Reference: DA PAM 30-22, Para, 4-10)

- A. During Inactive Duty Training, soldiers in a travel status that are not able to acquire subsistence from their supporting unit will be authorized either an MRE or Boxed Lunch Meal Kit for consumption.
- B. During Annual Training, soldiers will follow the pre-approved meal consumption plan as stated on the training schedule. If that the need for an emergency change of plans is warranted unit must contact Food Program Manager prior to consuming the meal to get approval.

17. Usage of Fort Riley or the RTI Contract Dining Facilities:

- A. KSARNG units conducting field training at Fort Riley or at the Regional Training Institute in Salina having assigned/attached food service personnel will not be authorized to acquire food service support from the contract dining facility.
- B. Commanders having assigned/attached food service personnel will ensure that their unit is being supported by their food service sections. Every effort will be made to acquire internal food service support.
- C. KSARNG units that are normally supported from their higher headquarters having assigned food service personnel during field training events must request subsistence support from their higher headquarters having operational control of the unit/battalion food service section.
- D. Under no circumstances will KSARNG units contact the Fort Riley/RTI Contract Dining Facility directly to try to gain food service support. ALL subsistence requests MUST be pre-approved and processed through the KSARNG Food Program Management Office.
- E. KSARNG units that do not have assigned/attached cooks and cannot be supported from their higher headquarters will submit an exception to policy requesting contract dining facility support to the KSARNG Food Program management Office, indicating circumstances for commercial support.

18. Subsistence Support from Active Duty Installation TISA:

- A. KSARNG units will submit TISA subsistence requisitioning documentation directly to the USPFO Subsistence Commodities Manager, for approval and processing.
- B. The USPFO Subsistence Commodities Manager will forward the units subsistence request to the KSARNG Subsistence Prime Vendor. If the KSARNG Subsistence Prime Vendor cannot provide subsistence, the unit's subsistence request will be forwarded to the supporting TISA.

- C. If the KSARNG Subsistence Prime Vendor is able to support the unit's subsistence request, A-Rations WILL be provided by the KSARNG Subsistence Prime Vendor. Request for MRE's will be forwarded to the supporting TISA and provided by that TISA.
- D. Units conducting training at Fort Riley requesting the Unitized Group Rations will not be approved. Units will be supported with A-Rations from the KSARNG Subsistence Prime Vendor.

19. Unitized Group Rations (UGR's):

(Reference: AR 30-22, Para 2-10 (c), and Para 3-12, a,(1))

- A. IAW the above reference, The Director of Logistics and the Food Program manager must ensure that the most effective quality meals are provided at the least cost to the government and that measures have been established to prevent fraud, waste and abuse of subsistence.
- B. Due to potential waste and high cost and packaging of the UGR's, (50 meal pack Modules) and the fact that Milk, Bread, Fresh Fruit and Vegetables and Cereal must be requested and paid for separately, KSARNG units will not be authorized to procure this type of operational rations unless support cannot be obtained from the KSARNG Subsistence Prime Vendor.
- C. KSARNG units requesting UGR's from an Active Duty Installation TISA that cannot be supported from the KSARNG Subsistence Prime Vendor ,will be approved and processed

20. Warming and cooling beverages:

(Reference: DA PAM 30-22, Para 4-8)

- A. Additional warming and cooling beverages will comply with the above reference.
- B. If approved, 8 oz of either hot or cold beverage will be authorized per man per day.
- C. Request for additional warming or cooling beverages will be priced out by the requesting unit utilizing DA Form 3294, (Ration Request/Issue/Turn-In Slip) for obtaining support from the KSARNG Subsistence Prime Vendor and or DA Form 3161, (Request for Issue or Turn-In) for obtaining support from a TISA.

21. Vehicle Load Plans:

(Reference: TB 55-46-1, FORSCOM Form 285-R)

- A. IAW the above reference, Food operations sergeants are responsible for preparing a vehicle load plan for transporting necessary food service equipment required to conduct field training.
- B. A copy of the load plan(s) will be maintained in the food service files for usage and review.

22. Camouflage:

(Reference: FM 10-23)

- A. Camouflage netting will be utilized in such a manner to completely conceal all food service equipment while conducting training in a field environment.
- B. All camouflage netting will touch the ground on all sides around each piece of equipment requiring concealment.
- C. Doors/openings will be constructed in such a manner that provides safe access and exit points.
- D. At a minimum the following items will be camouflaged while conducting field feeding as follows:
 - (1) All assigned vehicles
 - (2) Mobile Field Kitchen, (MKT)
 - (3) 400 Gallon Water Trailer
 - (4) Dining Facility Eating Tent (If Applicable)
 - (5) Ration Tent
 - (6) Sleeping Tent

23. State Activation for Emergencies:

- A. KSARNG units that are activated for state emergency duty are required to procure their subsistence following the procedures of the KSARNG Emergency Operations Center, (EOC).
- B. Only a state issued class 1 credit card is authorized to procure subsistence during state declared emergencies for those soldiers who have been activated and on state orders. Documentation requirements for subsistence and usage of the class 1 credit card will be provided to the appropriate POC for the unit by the EOC.
- C. Soldiers supporting and working at EOC will follow the EOC guidance pertaining to subsistence authorizations and consumption policies established by the EOC.

Section 6 – Meal Authorizations

1. Overview: This section pertains to the number and types of meals that are authorized for KSARNG soldiers during IDT and AT.

2. Personnel:

- A. Subsistence in Kind (SIK): This category covers enlisted personnel in a duty status who are not receiving a subsistence allowance. The government provides subsistence to these personnel without reimbursement.
- B. Enlisted personnel receiving a subsistence allowance and consuming a meal, must reimbursement the government by paying the current meal rate published yearly by NGB.

3. Subsistence authorization during Annual Training:

- A. All soldiers (Officers, AGR and SIK) conducting Annual Training are authorized three meals per day. Reimbursement for meals for Officers, AGR Soldiers will be accomplished through payroll deduction for all soldiers collecting Basic Allowance for Subsistence (BAS).
- B. The number of meal entitlements while conducting Annual Training at home station will be determined by the unit training schedule utilizing Table 3-1 (Number of Meals Authorized), IAW AR 30-22, Para 3-30 and the number of SIK soldiers required to spend the night at the armory.
- C. Initiation for payroll deduction for Officers and AGR Soldiers is not authorized conducting Annual Training at home station, unless these personnel are required to spend the night and are being supported by military food service personnel for three meals per day.

4. Reimbursement for operational rations:

Authorized Civilian Personnel and Officers and AGR Soldiers who are receiving BAS, consuming operational rations (MRE's and UGR's) will reimburse the government paying the current standard meal rate published by NGB, **not the current cost of an MRE or UGR.**

5. Subsistence authorization during Inactive Duty Training:

- A. Officers and AGR Personnel in an IDT status may consume meals under the RCSS program by reimbursing the Government the standard meal rate utilizing DD Form 1544 (Cash Meal Payment Sheet), if meals were prepared by the unit's food service personnel.
- B. If catered meals are being consumed during (IDT), delivered to the armory, reimbursement will be made by paying the contract meal cost on the DD Form 1544 .
- C. If commercial meals are consumed at the vendor's establishment, soldiers will order off the menu and reimburse the vendor directly.

6. Number of meals authorized:

IAW AR 30-22, Para 3-30, Table 3-1, personnel participating in Battle Assemblies are authorized meals as indicated below. This authorization will apply to KSARNG units conducting home station annual training.

Units requesting meals other than those authorized as indicated below must submit a copy of the Unit Training Schedule along with a Memorandum signed by the commander describing the justification for additional meals that are requested.

TRAINING PERIOD	LOCTION	ASSEMBLY	DISMISSAL	MEALS AUTHORIZED
Battle Assembly 2	Home Station	0800 / Saturday	1700 / Saturday	1 (L)
Battle Assembly 3	Home Station	0800 / Saturday 0800 / Sunday	1700 / Saturday 1200 / Sunday	1 (L) 0
Battle Assembly 3	Overnight	0800 / Saturday	1200 / Sunday	3 (L-D-B)
Battle Assembly 4	Home Station	0800 / Saturday 0800 / Saturday	1700 / Sunday 1700 / Sunday	1 (L) 1 (L)
Battle Assembly 4	Overnight	0800 / Saturday	1700 / Sunday	4 (L-D-B-L)
Battle Assembly 5	Home Station	1800 / Friday 0800 / Saturday 0800 / Sunday	2200 / Friday 1700 / Saturday 1700 / Sunday	0 1 (L) 1 (L)
Battle Assembly 5	Overnight	1800 / Friday	1700 / Sunday	5 (B-L-D-B-L)

* Legend: (B = Breakfast) (L = Lunch) (D = Dinner)

7. Meal schedule for (IDT) and (AT):

- A. The meal schedule listed below will be utilized by KSARNG units and the subsistence prime vendor in sequence when requesting A-Rations. A copy of this schedule is in the KSARNG menu book.
- B. Example: (MUTA 4, 3-4 November 2015) Menu Day 3 would be used for both Saturday and Sunday lunch meals. Lunch 3 Nov will be Lunch Meal Menu Day 3, and Lunch 4 Nov will be Dinner Meal Menu Day 3. During Annual Training the cycle will start on that menu cycle day for that month.

Month	2014 Menu Day	2015 Menu Day	2016 Menu Day
January	9	7	5
February	10	8	6
March	11	9	7
April	12	10	8
May	13	11	9
June	14	12	10
July	1	13	11
August	2	14	12
September	3	1	13
October	4	2	14
November	5	3	1
December	6	4	2

8. KSARNG Subsistence Menu:

- A. The KSARNG has approved the current KSARNG Food Program 14-Day Menu for (IDT) and (AT). The menu will be utilized by all KSARNG units requesting subsistence.
- B. Deviations to the menu are not authorized without pre approval from the KSARNG Food Program Management Office, except for two times per year to celebrate the below authorized Holiday Meals as follows:
 - (1) The traditional Christmas Holiday Meal is authorized one time during November, December or January.
 - (2) A traditional picnic meal to celebrate the Army's Birthday in June will be authorized one time during May, June or July.

9. A-Rations:

- A. A-Rations and Rapid Preparation Meals (RPM) are raw, canned or frozen subsistence requiring preparation and cooking in order to be consumed.
- B. A-Rations will be the primary source of obtaining subsistence for all KSARNG units that have assigned or attached 92G (Cooks).

10. Shelf Stable Meal Kits:

- A. Meal Kits, such as Shelf Stable Meals and Heater Meals are self-contained completed meal kits that require no refrigeration or preparation involved requiring food service personnel.
- B. Shelf Stable and Heater Meal Kits may be utilized ILO commercially prepared or catered meals whenever possible during home station IDT and AT training events.

11. Meal Ready to Eat (MRE):

- A. The primary use of MRE's will be utilized during field training events.
- B. MRE's will not be utilized during home station training unless on hand MRE's are within 30 days of expiration and no other means of utilizing MRE's are available prior to expiration to prevent fraud waste and abuse of on hand MRE's.

12. COMMERCIAL MEALS:

(Reference: IAW AR 40-657, CIR 40-1, AR 30-22, DA PAM 30-22, TB MED 530, and this LOI)

- A. Commercial meals are to be utilized as a last resort or under emergency conditions when all other means to procure raw subsistence and or acquire support from another unit has been exhausted and the **unit has no assigned/attached food service personnel.**
- B. Commercial meals must contain the basic food groups and quantities as outlined in TM 10-412 and SB 10-260, and acquired from an approved source IAW AR 40-657, CIR 40-1.
- C. Units that have no assigned or attached 92G personnel that have been designated by the KSARNG DOL, may receive commercially prepared meals.
- D. All requests for commercially prepared meals will be verified by the Food Program Manager prior to approval and processing by the USPFO Subsistence Commodities Manager.

Section 7 – Cash Collection and Turn-In Procedures:

1. Overview:

(Reference: DA PAM 30-22, Para, 3-29 and Fig 3-10, DA Form 1687, DA Form 3294, KSARNG Headcounter SOP and this LOI)

This section contains the cash turn-in procedures utilizing the AFMIS for the Headcounter, Food Operations Sergeant, and Supporting Cash Control Officers that has been identified on DA Form 1687 (Delegation of Authority), to receive and turn in cash collected for subsistence.

2. Headcounter:

- A. The headcounter will turn in all monies received back into the food operations sergeant immediately after each meal and ensure that DD Form 1544 (Cash Meal Payment Sheet) has been properly turned in and documented on page B of DD Form 1544 Book or on DA Form 3546 , thus properly relieving the headcounter of his/her duties.
- B. If AFMIS is being utilized by the unit, the headcounter will ensure that the Hand Held Scanner has been properly signed back in, thus relieving the Headcounter of his/her duties.

3. Food Operations Sergeant:

- A. The food operations sergeant will upload data from the STAMIS into the AFMIS after each meal and verify monies received reflect the number of cash paying customers as indicated in DA Form 1544.
- B. The food operations sergeant will generate DA Form 3546, (Control Record for DD Form 1544) and enter the dollar value of the total monies received from the Headcounter and sign his/her name in the receiving column, thus relieving the Headcounter from his duties. A copy of this form will be provided to the headcounter and the original will remain in the food service files in order to provide an audit trail.
- C. The food operations sergeant will turn-in all monies received utilizing DA Form 3546 to the supporting cash control officer, who will verify accuracy and sign DA Form 3546, thus relieving the FOS from his responsibilities. A copy of the signed DA Form 3546 will remain in the FOS files and the original will remain with the cash control officer files in order to provide an audit trail.

4. Cash Control Officer(s):

- A. Cash control officers will receive cash as indicated in Para 3,c above and will safe coordinate with the KSARNG Cash Control Officer as required to make a cash turn-in as indicated in Para b, below.
- B. Personnel authorized to turn-in cash collected for meals as indicated on DA Form 1687, will make a cash turn-in utilizing Money Orders when the amount exceeds \$500.00 or Quarterly for (IDT). Units who have less than \$50.00 per quarter may be authorized, from the Installation Cash Control Officer, to make a turn-in every 6 months but not less than 5 working days at the end of each FY, regardless of amount on hand.
- C. Units that have been designated and authorized by the Installation Cash Control Officer may make cash turn-In by certified mail in a form of either a postal money order or cashier's check, IAW DA PAM 30-22 Para, 3-29, d,1-4 and the below procedures 3 and 4. This packet will be sent directly to His/her Consolidated (Battalion/Brigade) Cash Control Officer, **(not to the Installation Cash Control Officer)** who in turns annotates all monies collected. She/he will hand deliver Money Orders along with DD Form 1131 to the Installation Cash Control Officer by:
 - (1) Prepare DD Form 1131, IAW DA PAM 30-22, and Para 3-38. The voucher will utilize the following accounting classification codes for IDT and AT.

INACTIVE DUTY TRAINING

FOOD COST	21*2060	1014	1B370200	099999	APC: LLOP37
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ANNUAL TRAINING

FOOD COST	21*2060	1014	1A370200	099999	APC: LL7237
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- D. The Installation Cash Control Officer receives DD Form 1131 and cash in the form of a (Money Orders) back from Consolidated (Battalion/Brigade) Cash Control Officer and turns in collected money orders along with DD Form 1131 to the USPFO.

Section 8 – Subsistence Procurement Procedures

1. Overview:

(Reference: ARNG-ILS, Memo, dated 7 March 2011, Subject: Army Food Management Information System Reserve Component (AFMIS-RC))

- A. IAW the above reference the KSARNG Food Program will utilize the AFMIS for requesting subsistence and the operations of their subsistence program. This section contains the procedures for procurement of subsistence. The AFMIS program must be utilized by every unit requesting subsistence and managing their subsistence accounts.
- B. The procedures for managing units food service programs as indicated in AR 30-22 and DA PAM 30-22 apply and will be utilized in conjunction with the AFMIS. Automatic forms within the AFMIS will be required to maintain as hard copies filed in the units food service filing system.

- C. Suspense dates for Units requesting subsistence into the AFMIS no later than sixty days prior to their units first meal and must close out their subsistence accounts and pay their appropriate vendor(s) NLT 30 days after their last meal was consumed.
- D. Units that fail to meet the above suspense dates will be locked out of the AFMIS and will be command directed to procure operational rations for all meals until the KSARNG food program management office receives a justification memo from the units **Battalion Commander** explaining the circumstances causing the concerned unit to not meet their required suspense dates utilizing the AFMIS, and approval has been granted by the DOL to get their accounts un locked.
- E. Unit and Detachment Commanders will initiate DA Form 1687 (Delegation of Authority) authorizing a primary and alternate person to operate the AFMIS for their units food service program. It is highly recommended that the food operations sergeant and class one credit card holder be appointed for those units having assigned/attached food service personnel. Units not having assigned/attached food service personnel should have their class one credit card holder and another full time soldier at their unit.

2. Requesting Subsistence:

(ARNG-IL-S, Memorandum dated 7 March 2011, Subject: Army Food Management Information System Reserve Component (AFMIS-RC), AR 30-22, DA PAM 30-22 and this LOI)

- A. IAW the above reference, all KSARNG units will utilize the AFMIS to request subsistence and operate and maintain their individual subsistence accounts. Commanders will designate their food operations, and their class 1 credit card holder/supply sergeant, to operate the AFMIS for their units. Units that do not have assigned/attached 92G personnel, will designate their class 1 credit card holder and supply sergeants to operate the AFMIS.
- B. Soldiers designated on DA Form 1687 to operate, request and manage their units food program utilizing the AFMIS, will follow the instructions as indicated in the attached User Level SOP for the AFMIS. This document must be on file with the State Food Program Manager. This includes all types of subsistence, (KSARNG Subsistence Prime Vendor - A-Rations, Rapid Preparation Meals, Meal Kits), (USPFO Warehouse MRE Requests), (TISA - Operational Rations and MRE Requests), (Additional warming/cooling beverages), (Commercial or Catered Meal Requests) and (Local Purchase Requests) that will be utilized.
- C. For Inactive Duty Training and Annual Training the Unit Commander will forecast present for duty strength 45 days prior to (IDT) and 90 prior to (AT) by initiating a request, DA Form 5913 (Strength And Feeder Report), and submit the form to the primary AFMIS operator for his/her unit. The data contained on the request will be:
 - 1. The number of enlisted soldiers, by category of service, who are anticipated to attend the training period and are authorized to eat without reimbursement (SIK).
 - 2. The number of meals anticipated to be sold for cash (officer personnel, AGR enlisted, family members, guests, etc).
 - 3. Types of meals requested and any other information that may be necessary as to delivery locations, additional meals requested due to training schedule, etc.
- D. KSARNG units requesting support from another unit will follow the instructions as indicated in the above Para, (1), (a), (b) and (c) and submit DA Form 5913 to the supporting commander who will generate a consolidated DA Form 5913 Request listing supported units in block # 7 under supported units and will attach supporting requests and submit to the AFMIS operator for processing.
- E. The AFMIS operator will access the AFMIS program and input necessary data into required forms as indicated in the AFMIS SOP utilizing the information on DA Form 5913, provided by the commander.
- F. Once the subsistence request has been properly entered into AFMIS, the AFMIS operator will submit the subsistence request within AFMIS. Then e-mail the USPFO subsistence commodities manager stating that their unit's subsistence request has been entered along with a copy of the request and supporting documentation (DA Form 3294 and condiment calculator) and awaiting approval.

- G. The initial AFMIS request must be completed no later than 45-30 days prior to an IDT training event. AFMIS and DA Form 5913 request for AT must be submitted no later than 120 days prior to the training event.
- H. The USPFO subsistence commodities manager will review the unit's subsistence request in AFMIS and will approve or disapprove the request and will e-mail the concerned unit back, informing them that their subsistence request has been approved.
- I. Depending upon the type of subsistence requested from the unit, the USPFO subsistence commodities manager will process the units subsistence request to the appropriate supporting agency.
- J. An AFMIS report for IDT and AT training events must be completed no later than 5 days after the training event.

3. REQUESTING OPERATIONAL RATIONS: (MRE'S)

- A. Currently, the AFMIS is not program to request MRE's, therefore KSARNG units will NOT UTILIZE THE AFMIS to request MRE's. The suspense dates for submission is 60 Days prior for Inactive Duty training, and 120 days prior for Annual Training. Reports are due within 5 days after the end of the training event.
- B. For Inactive Duty Usage, MRE's will be requested and picked up or delivered from the USPFO Warehouse.
- C. For Annual Training or out of state training, MRE's will be request and picked up from the local supporting Troop Issue Subsistence Activity (TISA).
- D. Request for MRE's must be processed through the USPFO Subsistence Commodities Manager. If the request is for other than USPFO, the subsistence commodities manager will approve, and submit the units request to the supporting TISA along with other documentation that may be required to open up an account for the concerned unit. The procedures for requesting MRE's is as follows:
 - (1) KSARNG units requesting MRE's from the USPFO will submit the listed below documents to the USPFO subsistence commodities manager as follows:
 - (a) Submit DA Form 5913.
 - (b) Submit DA Form 2765-1-1.
 - (2) KSARNG units requesting MRE's from a TISA, (Fort Riley or out of state) will submit the listed below documents to the USPFO subsistence commodities manager as follows:
 - (a) Submit DA Form 5913.
 - (b) Submit DA Form 1687
 - (c) Submit DA Form 3161
 - (d) Assumption of Command Letter
 - (e) Units must ensure that they meet the required submission suspense dates. Units that fail to meet the required submission suspense dates may be required to procure box lunch type meal kits from the KSARNG subsistence prime vendor to be utilized ILO MRE's.

Section 9 – Point of Contacts

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